DIGITAL DOCUMENT SUBMISSION GUIDELINES

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http://cincinnati-oh.gov/buildings

The Business Development and Permit Center is excited to introduce **"Digital Document Submittal Assistant"** a new tool available through the City of Cincinnati website to help finalize plans as effectively and efficiently as possible. Digital Document Submittal Assistant will help you streamline document submittals. It offers step-by-step directions to help you prepare a set of documents along with the indexing file (submittal.xml) for submittal using appropriate media like CDs and DVDs. All digital submissions must be accompanied with two sets of paper drawings and an application for the proposed work to be performed.

The benefits of going digital?

- Saves time - Quicker plan review and turn around times - all reviewing agencies can simultaneously view the same version of each plan.

- Saves money – No scanning fees; and

- Saves paper - According to the Ohio Building Code (OBC), one set of approved documents shall be kept with the building official and one set shall be returned to the applicant and kept at the work site. So only two paper sets are needed as you apply for a permit or make revisions, instead of the customary three or four sets.

How To Submit Digital Documents?

The **Digital Document Submittal Assistant** helps you streamline document submittals. If you experinece any problems downloading/installing this application, please call Jay Erndt at (513) 352-1652.

This application will help you describe each document in a standard format. This helps to speed the process of accepting documents and subsequent review. All of the information about the documents to be submitted will be saved into a standardized submittal file format. You can then prepare these set of documents along with the standard submittal file for submittal using appropriate media like CD and DVD's. You can submit up to 10 documents at a time.

The accepted file types are PDF, JPEG, GIF, TIFF, Microsoft Word Documents and Text files. Exe and zip files will not be accepted.

The standardized submittal file along with the documents submitted will then be used by the receiving agency to link the submitted document to your project and import them into the their document management system. The documents will then be available to all City agencies involved in the permitting process.

After downloading the **Digital Document Submittal Assistant,** follow the step- by- step directions; once the submittal file is accepted, please burn/copy all files including the submittal.xml file to a CD or DVD. **All digital submissions must be accompanied with two sets of paper drawings and an application for the proposed work to be performed. Please note that an application-processing fee is required for each application ($25.00 for 1, 2, & 3 Family Dwellings and $75.00 for Multi-Family & Commercial).**

How to Track your Project On-line?

Welcome to ezTrak On-line Services. In addition to submitting your plans digitally you can also track information on building permits, complaints and code enforcement and apply online for a limited set of permits (including Plumbing, Mechanical Repair and Decks).

Please take your time to browse through our website to find the most up-to-date handouts, forms and Buildings and Inspections library of standardized drawings to help you better understand the development and permit process. For additional assistance, contact Customer Services at (513) 352-3271.

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